

SHELBY COUNTY HEALTH DEPARTMENT

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Shelby County

Public Health
Prevent. Promote. Protect.

RETAIL FOOD SERVICE ESTABLISHMENTS CHECK LIST

In an effort to streamline the process of establishing a new or remodeled food service operation, the **Shelby County Health Department** recommends the following set of steps to simplify the procedure and save you time.

-FIRST THINGS FIRST-

1. Check with appropriate local building and **Zoning Department** officials at (901) 379-4270.
2. Check with **City of Memphis Engineering/Industrial Monitoring** concerning grease pits/traps at (901) 636-4301
3. Check with **Shelby County Health Department** to determine their licensing requirements and fees at (901) 222-9203 or 222-9213
4. Establish an "**Information Coordinator**" who will be responsible for dealing with the various individuals and agencies involved—this may be an architect, contractor or owner
5. Submit detailed plans to **Shelby County Health Department** (2 sets) and local construction official for review and approval prior to beginning any construction (see attached **General Information**)
6. Submit a proposed menu (if a new establishment or changing menu)
7. When your plans have been approved, you may then secure your building permit
8. Periodically check on construction to insure that the approved plans are being followed
9. When construction is completed and **one (1) week** prior to your planned opening date, notify the **Shelby County Health Department** to make arrangements for an inspection. This will allow time for us to schedule an inspection for the approval of your permit so you may be able to open on time.
10. Ensure that appropriate license fees have been paid, and that **Code Enforcement (901 222-8300)** is Aware of your planned openings so you can pick-up your **U&O** card (Use and Occupancy)

If your business is located in one (1) of the following cities, please call **Code Enforcement** listed below:

Arlington (901) 867-2620
Collierville (901) 853-3200
Millington (901) 872-2211

Bartlett (901) 385-6426
Germantown (901) 757-7216

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Mission

To promote, protect and improve the health and environment of all Shelby County residents.

814 Jefferson Avenue ♦ Memphis, Tennessee 38105
(901) 222-9203 222-9213